General - Room Report - As Excel - No Total

Last Modified on 04/03/2019 12:54 pm EDT

Report Description

The General Room Report is a weekly report which displays information such as: student name, birthday, and check in/out times, etc.

Report Conditions

- Classroom is required

Sample Report

Click the report name to view a sample: Room Report - As Excel - No Total.xlsx

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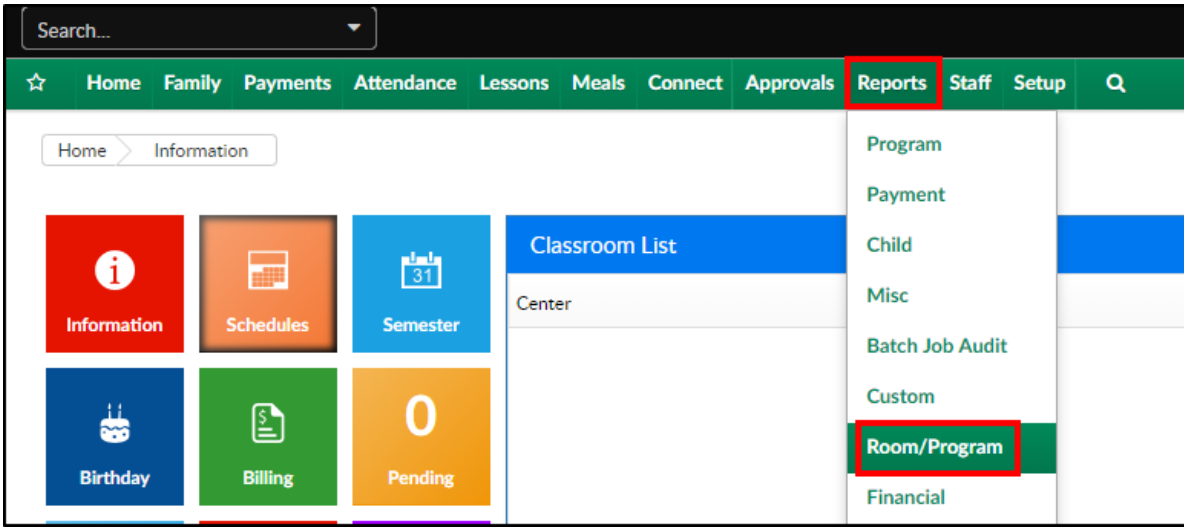
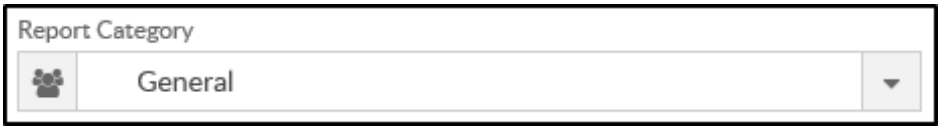
Accessing the Report

1. From the Reports menu, click Room/Program

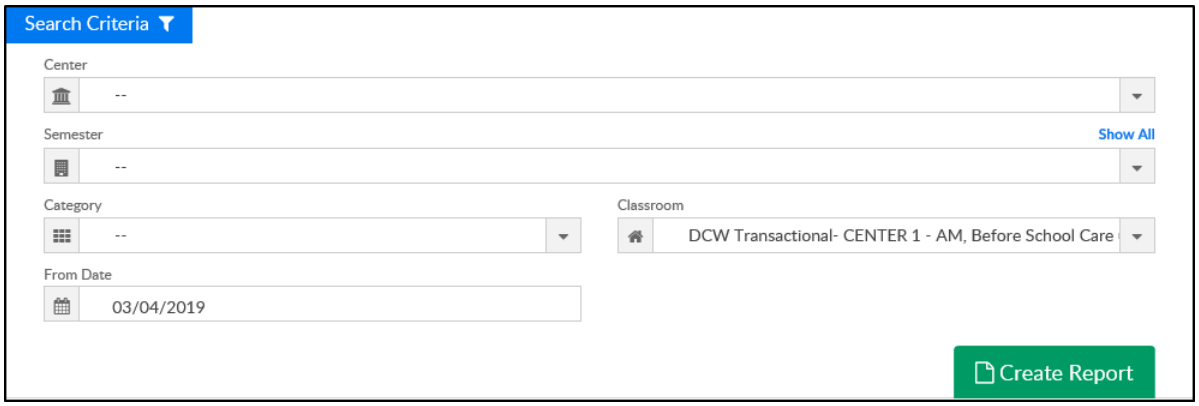


2. From the Report Category drop-down, select General



3. Choose Room Report - As Excel - No Total from the Report drop-down

4. Use additional search criteria as needed



   - Center - select a center or leave blank to view all centers
   - Semester - select a semester, if applicable
   - Category - select a category, if applicable
   - Classroom - choose a classroom (required)
   - From Date - choose a from date
5. Click Create Report
6. The report will download in Excel format

Report Fields

- Student Name
- Monday-Friday
   - Sign in time
   - Initial
   - Sign out time
- Parents
- Address
- Email
- Phone
- Admission Date
- Birthday